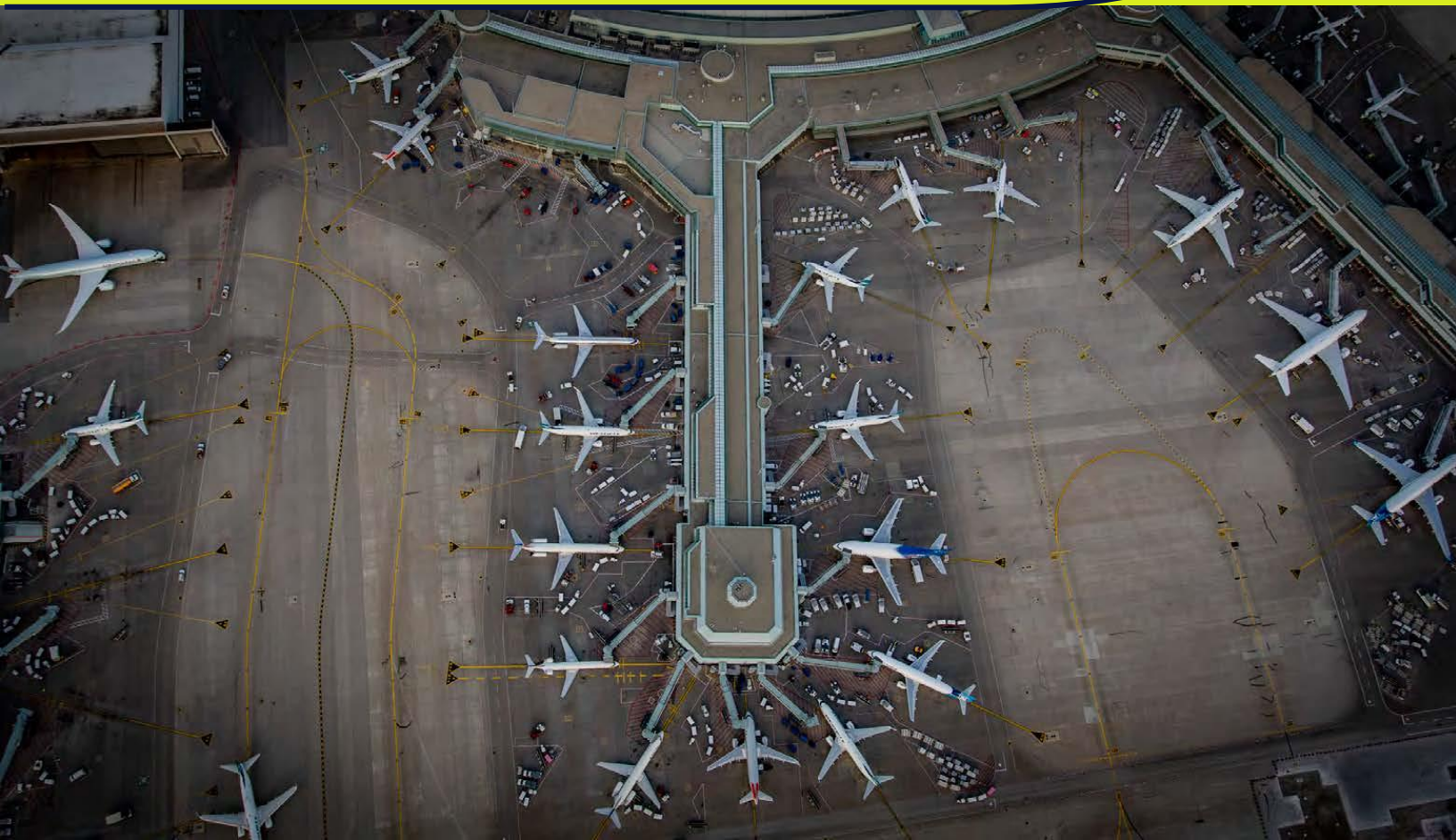


Airside Activity Program

Airside Coordination



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Greater Toronto Airports Authority
P.O. Box 6031
3111 Convair Drive
Toronto AMF, Ontario L5P 1B2
(416) 776-3000
www.GTAA.com

Document Control

Version History

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3.2	Apr 20, 2021	Re-alignment of Table of Contents. Inclusion of definitions, final inspection, Airside Activity Guide, Update of Roles and Responsibilities and titles. Added Appendix, showing samples of delineation drawings and security
4.0	Jul 15, 2025	The document underwent a full review and restructure. Previous Sections 3 and 4 were combined into new Section 5 with a title update. Section 5 content was moved to Section 16. Section 6 is now Section 4, Section 7 is now Section 3, Section 8 is now Section 9, Section 9 is now Section 10, Section 10 is now Section 11 (title updated), Section 11 is now Section 12 (title updated), Section 12 is now Section 13, Section 13 is now Section 14, and Section 14 is now Section 15. Re-alignment of Table of Contents. Position titles were updated throughout, and all references to “Activity Notice” were changed to “Airside Permit.” All references to “Project Manager” were changed to “GTAA Project Manager.” New section “Acronyms” added. New definitions were added for “Aircraft Stand,” “Call-Up Basis Access,” “NOTAM Closure,” “Piggybacking,” “Runway Safety Area,” “Runway Strip,” “Taxiway Safety Area,” “Taxiway Strip”. Section 1 was updated with revised goals and objectives and added performance indicators. Sections 2, 3, and 4 were updated. Section 5 received a title change and content updates to 5.1.1, 5.1.2, and added new subsections: 5.2, 5.3, and 5.4. Sections 6, 7, and 8 were added. Sections 9, 10, and 11 were updated, with 9.2 and 11.1 added. Section 13 was updated. Section 14 had a title update, added 14.4, and removed references to other roles. Section 15 was updated, and Section 16 had email and link references revised.

Revision and Approval Control of Last Version

Task	Responsible	Position	Date
Approval	Neal Samuel	Associate Director, Operations Delivery & Readiness	
Revision	Nick Matveev	Manager, Operations Delivery/Airside Coordination	
Preparation	Mariana Alves Correa	Specialist, Airside Coordination	Jul 15, 2025

Reference Documents

Title	Author	Date	Description/ Comments
Canadian Aviation Regulations	Transport Canada	2012	
TP312 Aerodrome Standards and Recommended Practices 4th Edition	Transport Canada	1993	
TP312 Aerodrome Standards and Recommended Practices 5th Edition	Transport Canada	2015	Last updated: Jan 15, 2020
Canadian NOTAM Procedures Manual	Nav Canada	2025	
2025 Airport Construction Code – Toronto Pearson	Greater Toronto Airports Authority	2025	
Surface Closure and Opening SOP	Airsight	2025	
Surface Closure and Opening Policy	Airsight	2025	
Advisory Circular (AC) No. 302-003 - Personnel and Equipment Within the Critical Portion of the Runway Strip	Transport Canada	2009	

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Foreword

The Airside Activity Program (AAP) is maintained by Airport Operations under the direction of the Manager, Operations Delivery/Airside Coordination. This document will be reviewed every three years or as required and will be distributed to all stakeholders by operational directive, or upon request to individual requestors.

This manual serves as the authoritative document for requesting work to be performed on Airside. The following editorial practice has been followed in the writing of the manual: the verb “shall” will be used to mean conformance, and the verb “should” will be used for recommended practices. If uniform application cannot be used, wording such as “if practicable” or other similar wording will be used.

Acronyms

AAP	Airside Activity Program
ADM	Airport Duty Manager
AMU	Apron Management Unit
AOC	Airport Operations Control
AOM	Airport Operations Manua
ASDE	Airport Surface Detection Equipment
ASO	Airside Safety Officer
AVOP	Airside Vehicle Operator Permit
FOD	Foreign Object Debris
MOAG	Manager Operations Airside Ground Operations
OLS	Obstacle Limitation Surface
PBB	Passenger Boarding Bridge
RMU	Resource Management Unit
RWY	Runway
TWR	NAV Canada Control Tower
TWY	Taxiway

Definitions

Aircraft Stand. A designated area on the apron where an aircraft is parked for boarding or disembarking passengers, loading or unloading cargo, refueling, servicing, or waiting between flights. Can be contact stands (connected directly to a terminal building via passenger boarding bridges) or non-contact stands (requiring buses or stairs for passenger movement).

Airside. The movement area of an aerodrome, adjacent terrain and buildings or portions thereof, access to which is controlled.

Apron Area. An area that accommodates the loading and unloading of passengers and cargo, the refueling, servicing, maintenance, and parking of aircraft, and any movement of aircraft, vehicles, and pedestrians necessary for such purposes. At Toronto Pearson, aprons are the areas adjacent to airside buildings, including but not limited to terminal buildings.

Airside Permit. An official notice of work that is issued and distributed to all relevant stakeholders. It includes the work details, schedule, and relevant restrictions and closure requirements.

Airside Activity Request. An official request to perform work that is located airside, or anywhere within the PSL line.

Call-Up Basis Access. A procedure where a planned airside activity (e.g., runway, taxiway, or apron work) is activated only upon direct coordination and positive control with via radio call with Air Traffic Control (Tower) or Apron, rather than being automatically enforced at a scheduled time.

Gate. A designated passenger processing point within a terminal building where travelers board or disembark from an aircraft. It typically includes the waiting area, boarding counters, access control systems, and—where applicable—a passenger boarding bridge (PBB) that connects directly to a contact aircraft stand.

GTAA Project Manager. The Person designated by the GTAA who is responsible for the overall coordination of the Project, and who shall act as the principal liaison between the GTAA and the Project Consultants and Contractors.

ILS Critical Area. A defined area centered on the localizer or glide path antenna where vehicle or aircraft presence may cause unacceptable disturbance to the ILS signal.

Laydown Area. A designated and approved location airside, within or near the work site, where construction materials, equipment, and tools are temporarily stored or staged prior to or during the execution of airside work.

Maneuvering Area. An area used for the takeoff, landing, and taxiing of aircraft. It includes runways, taxiways, high speed exits (taxiways enabling aircraft at high speeds to safely exit from runways), and apron entrances/exits (apron and taxiway intersections).

Maximo. An enterprise data management tool utilized for managing work permits and related documentation.

Movement Area. The portion of the airside used for the movement of aircraft. This portion is further divided into the Apron and Maneuvering Areas.

NOTAM (Notice to Airmen) Closure. The temporary closure of an airside surface or facility—such as a runway, taxiway, apron, or other operational area—that is officially published and communicated via a NOTAM to inform pilots, air traffic control, and airport stakeholders of the restriction.

Obstacle Limitation Surface (OLS). A surface that establishes the limit to which objects may project into the airspace associated with an aerodrome so that aircraft operations at the aerodrome may be conducted safely. OLSs consist of the following:

- **Outer surface.** A surface located in a horizontal plane above an aerodrome and its environs.
- **Take-off/approach surface.** An inclined plane beyond the end of a runway and preceding the threshold of a runway.
- **Transitional surface.** A complex surface along the side of the strip and part of the side of the approach surface that slopes upwards and outwards to the outer surface, when provided.

Passenger Boarding Bridge (PBB). A movable, enclosed, and elevated walkway that connects the airport terminal building directly to the aircraft door, allowing passengers to board or disembark safely and comfortably without exposure to the elements or the apron. Typically used at contact stands. A PBB is adjustable in height, length, and position to accommodate various aircraft types.

Piggybacking. The practice of scheduling or performing additional work activities within the same time window or operational closure that was originally established for a primary airside construction activity, without requiring a separate closure or disruption to aircraft operations. Piggybackers require a separate Airside Permit identifier from the primary activity that would be affiliated with the closure owner.

Runway Safety Area. A defined area within the runway strip intended to reduce the risk of damage to aircraft running off a runway.

Runway Strip. A defined area, which includes the runway and stopway where provided, intended to protect aircraft flying over it during take-off or landing operations.

Taxiway Safety Area. A defined area within the taxiway strip intended to reduce the risk of damage to aircraft running off a taxiway.

Taxiway Strip. An area including a taxiway intended to protect an aircraft operating on the taxiway.

1. PURPOSE, GOALS AND OBJECTIVES

The Airside Activity Program (AAP) outlines the requirements, processes, and responsibilities to conduct activities that affect the airside environment at Toronto Pearson International Airport.

The Airside Activity Program ensures the scope, methodology, and sequence of activities is fully understood to identify ways of dealing with risk. The Airside Activity Program is essentially a risk mitigation tool to ensure activities performed airside are conducted safely and in accordance with applicable standards.

The goals and objectives, and respective performance indicators, of the Airside Activity Program are as follows:

1.1 Goal 1

Ensure safe and efficient aircraft operations during airside activities, including but not limited to maintenance, restoration, and construction.

1.1.1 Objectives

- Collaborate with all applicable stakeholders to identify risks and applicable mitigations.
- Ensure all airside activity requests are assessed in the Airside Coordination inbox.

1.1.2 Performance Indicators

- Number of safety incidents or near-misses related to the AAP.
- Requests in the inbox are flagged to a coordinator.

1.2 Goal 2

Assist with maintaining compliance with Transport Canada regulations and standards.

1.2.1 Objectives

- Support Regulatory Programs in ensuring airside closures are in compliance with applicable standards.

1.2.2 Performance Indicators

- Site Setup and Teardown checklist is filled up for all sites setup/teardown where a Specialist, Airside Coordination attends in person to support.

1.3 Goal 3

Coordinate all planned airside activities.

1.3.1 Objective

- Ensure airside activity requests adhere to submittal timelines as per the Airside Activity Program.
- Coordinate airside activities schedule to minimize interference with regular airport operations.

1.3.2 Performance Indicators

- When required, conduct an audit with a representative sample of submittal timelines.
- Record(s) of CYYZ Weekly Airside Construction Coordination meeting; record of conformance is a weekly map published every Wednesday.

2. SCOPE

The AAP covers all direct and indirect activities on airside surfaces. To articulate the work to be carried out within regulatory requirements, every 'Airside Activity Request' is approved with an 'Airside Permit' and assigned an 'AS' MAXIMO number.

Direct and indirect activities include, but are not limited to, any activity that might impact:

- Runways, taxiways and apron areas
- The Obstacle Limitation Surface (OLS)
- Electronic zoning surfaces (i.e., navigational aids such as localizers, glidepaths Airport Surface Detection Equipment (ASDE))
- Roadways

Airside Activity Requests have been divided into two different workflows:

- Airside projects
- Operational

Exclusions from the Airside Activity Program include:

- Emergency closures
- Wildlife control activities
- Routine inspections (runway/taxiway/apron)
- Snow removal activities
- Foreign Object Debris (FOD) response and/or wildlife response

3. WORKFLOWS

All work to be performed airside will be categorized as Airside Projects, Operational, and Emergencies.

3.1 Airside Projects

- Applicable to all planned projects that are part of a broader strategic plan (i.e., PDB/LIFT/Capital projects).
- Schedule to be set and validated at least four (4) weeks in advance through ICG and Interface Manager in order for internal GTAA coordination to take place and to align with other planned or ongoing works at the airport. Technical compliance and coordination of the work remains the responsibility of the Aviation Regulatory Programs and Airside Coordination, respectively.
- Closure requests for any airside projects require an Airside Activity Request and applicable attachments such as drawings, schedules, and other supporting documentation as follows:
 - Depending on the scope and the extent of work, Activity Request submission would be scheduled between a minimum of five (5) business days and three (3) weeks in advance of the requested closure date, as determined by Airside Coordination.
- The GTAA Project Manager is responsible for the overall oversight of the project, including:
 - Awareness of all paperwork submitted regarding their assigned project(s).
 - Compliance with the Airside Activity Program.
 - Reporting of all safety and regulatory incidents to the MO-AG immediately upon discovery, and subsequently to the Manager, Operations Delivery/Airside Coordination, and/or Aviation Safety Management Systems group in a timely manner via report_it@gtaa.com.
 - Addressing reports of permit or closure non-compliance with the contractor.
 - Oversight and guidance of availability of resources (unserviceability lights, delineation means, security escorts, materials), and notification of potential issues in advance that may impact the schedule of the work and coordination of activities.
- Contractors to ensure compliance with all requirements in accordance with the ACC v.10.0 section 5.10.4.2 that states, *"The use of chlorides is strictly prohibited in Airside Areas."*
- For all airside projects, any proposed changes to paint markings must be submitted to ZTG-Aviation Regulatory Programs at AviationRegulatoryPrograms@gtaa.com for review and prior approval by the Regulatory and Compliance team, to ensure compliance with applicable standards.
- For airside projects impacting airfield electrical infrastructure, Contractor to notify the airside project coordinator of project impact review/approval as well as coordination of any required shutdowns and other impacts to airfield electrical infrastructure. Contractor to follow airfield electrical requirements and timelines.

3.2 Operational

- Applicable to all planned routine maintenance and non-project work.
- Schedule to set and validated at least three (3) weeks in advance at the PM/AO meeting, meetings scheduled directly with Specialist, Airside Coordination or Manager, or via email to airsidecoordination@gtaa.com.

- Airside Activity Request to follow all submittal requirements.
- All activity is subject to cancellation due to operational requirements on the given workday(s).
- MO-AG has the authority to modify, amend or cancel any Airside Permit pertaining to airfield work at any time;
- Piggybacking activities will be approved by the Specialist, Airside Coordination in consultation with all requestors, if required;
- Primary closure owner will be determined by the Specialist, Airside Coordination based on scope of work and ability to accommodate other activities, and the sequencing of their submission; and
- For all operational work and permit-related activities involving changes to airside paint markings, proposed changes must be submitted to ZZG-Aviation Regulatory Programs at AviationRegulatoryPrograms@gtaa.com for review and prior approval by the Regulatory and Compliance team to ensure compliance with applicable standards.

Examples of Operational activities include:

- Airfield Maintenance for grass cutting
- Airfield Maintenance for airside line painting activities on runways, taxiways, and aprons
- Perimeter fence repairs
- Grading and repairing work on gravel roads and pulpit/manhole soil
- Taxiway Edge Reflector repair/replacement
- Orange edge light marker installation and removal (winter)
- Turf Maintenance
- Airside road shoulder grading
- Airfield vegetation control (e.g. Escorting herbicide contractor)
- Ditch maintenance, cutting vegetation/cleaning
- Tree trimming/removal inside creeks/ditches
- Annual PBB maintenance

Airside Projects shall be taken into consideration when planning routine maintenance, such as grass cutting, and needs to be coordinated in advance. For example, arranging all routine maintenance in surrounding areas prior to starting Capital construction to ensure that the areas remain in compliance throughout the project and that safety is not compromised during the Active Phase of construction.

3.3 Emergency Work

- Immediate closure of an airside movement area facility prompted by known or suspected risk to safety and security of aircraft and people, or regulatory non-compliance that may impact operations.
- Emergency closure to be decided at the discretion of the Manager Operations Airside Ground Operations and applicable subject matter experts.
- Emergency closures do not necessarily result in immediate repair.
- Emergency closures do NOT fall under the Airside Activity Program requirements and must be requested to day-of teams.

4. PROGRAM PHASES

4.1 Planning phase

The planning phase typically begins twelve to eighteen months prior to the proposed activity, or earlier where practicable. For projects that involve a reduction in airport or runway capacity to support construction, a minimum 15-month advance planning window is required to ensure alignment with seasonal demand, operational readiness, and stakeholder coordination. During this period, Airside Coordination will identify potential conflicts with other planned works at the airport through internal coordination processes that have been put in place (e.g. ICG).

This phase encompasses all activities anticipated to take place during the construction season, generally from April to October. Stakeholders involved in this stage include GTAA Engineering, Airfield Maintenance, Aviation Regulatory Programs, Airside Coordination, NAV Canada, and other relevant external partners. Together, they develop a comprehensive framework for the Active Phase of construction.

Activities planned during this phase include, but are not limited to:

- Major Airside Projects;
- Large Scale Maintenance Activities such as surface retexturing; and crack sealing
- Major NAV Canada initiatives
- Major survey work
- Any use of aerial devices that require an unusually high tip height on airside
- Any other airside activity that will require greater than 40 cumulative hours of work
- Installation of new infrastructure not limited to buildings, gates, taxiways and runways

At the conclusion of the Planning Phase, the finalized plan is communicated and presented to the broader airport community.

4.2 Active Phase

The Active Phase is the time when the planned activities are executed. Although most of the major construction projects are scheduled between April and October, many activities transpire year-round. Any additions or modifications to the planned activities must follow the principles set out in the Airside Activity Program (AAP). Every project plan is reviewed on a weekly and monthly basis during the Construction Coordination Meetings to continuously validate effectiveness.

5. AIRSIDE PERMITS

An Airside Permit is provided by the Specialist, Airside Coordination to all persons working airside with an approved AS number, including the Closure Owner, anyone piggybacking on the closure, and all concerned stakeholders.

The Specialist, Airside Coordination completes this form upon project approval and disseminates it by group email to the appropriate stakeholders pertinent to the work to be carried out.

An Airside Permit will be distributed to all parties approved under the AS number system, along with copies to the MO-AG and ADM and all stakeholders concerned. The completed form will clearly identify the owner of the closure, primary contact information, date and time of work, work area, approved operational impact, approved closure type, approved Piggybacking activities, and other relevant information. No activities are to transpire until an Airside Permit has been issued and the Day-of Process initiated. The only exception to this is for Emergency Closures, which do NOT fall under the Airside Activity Program.

5.1 Airside Permit Requests

Prior to beginning any airside activity as defined within the scope of this document, all requestors are required to:

- Read the Airside Activity Program in full
- Complete the AAP e-learning module
- Submit an Airside Activity Request to the Specialist, Airside Coordination via email at: airsidecoordination@gtaa.com

Approval of an Airside Activity Request is contingent on the requestor providing clear, complete, and relevant information, allowing the Specialist, Airside Coordination to evaluate the operational, safety, and regulatory impacts before issuing a decision. Incomplete or unclear requests may result in delays or rejection.

Sufficient **lead time is critical**, especially for access to **maneuvering surfaces**, to allow for stakeholder coordination, risk assessment, and integration into airport operations.

5.1.1 Timelines

The following timelines outline the **minimum business day notice** required, based on location:

Note: For large-scale or complex activities classified as Airside Projects, submittal requirements and timelines are outlined in [Section 3 – Workflows](#) and supersede the standard timelines below.

5.1.1.1 Runways

A minimum of five (5) business days' notice is required for all runway closure or access requests. Where possible, preliminary feedback will be provided upon review. Final approval and associated operational programming will be confirmed before the requested start date. Upon approval, an Airside Permit will be issued and distributed to the requestor and all affected operational stakeholders.

5.1.1.2 Taxiways

A minimum of five (5) business days' notice is required for taxiway access or closure. Final approval and programming will occur prior to the scheduled start date. An Airside Permit will be distributed to the requestor and relevant stakeholders once approved.

5.1.1.3 Apron

A minimum of four (4) business days' notice is required for all apron-related work. If the activity involves a stand closure, an additional minimum of two (2) weeks' notice is required to allow for aircraft repositioning, gate assignment changes, and airline coordination. These notice periods also apply to Airside Projects, in addition to the requirements in Section 3. Once approved, an Airside Permit will be distributed accordingly.

5.1.1.4 Important Notes:

- Timelines may be extended at the discretion of Airside Coordination based on the **complexity of the request, concurrent project volume**, and the **need for stakeholder consultation**.
- Requestors are encouraged to submit as early as possible to prevent operational delays and allow sufficient time for review and coordination.

5.1.2 Submittal Requirements

The requestor shall, where applicable, consider and provide the following information within the Airside Activity Request:

- Full scope of work to be undertaken
- Phases, sequence of activities to be undertaken including duration of each phase, activity
- Declaration of any lead-time planning needs (i.e., procurement of parts, capacity declaration/publication submissions, land-use submissions, Facility Alteration Permit, etc.)
- Schedule with specific start/ end dates (schedule should indicate if contingency days have been included)
- Appropriate drawings/maps/diagrams to visually depict area of work showing exact location of the site and size of closure area
- Consideration of potential operational/facility impacts
- Working conditions, day/night
- Recall timeline and ability
- Working heights
- Access routes
- Security and escort requirements
- Laydown area requirements and delivery of materials
- Impacted electrical circuits, if applicable
- On-site contact information

The requestor must clearly indicate in the activity request if piggybacking or access by others is not permitted due to the nature of the work.

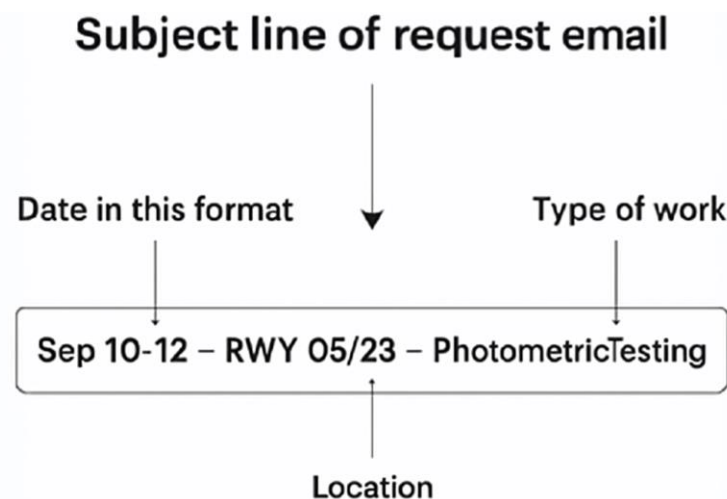
All airside activity requests shall be submitted with the following:

- A valid AAP e-learning certificate which is valid for a period of one (1) calendar year from the time of issuance, and must be renewed accordingly to remain compliant.
 - All on-site supervisors, designated on-site contacts, and escort supervisors, whether listed on the permit or representing the work on site, are required to complete the Airside Activity Program Training online.
 - When an update to the AAP is issued, all requestors will be required to retake the AAP e-learning.
- Airside Activity Request Form entirely filled out.
- Supporting documentation as previously described.

5.1.3 Submission Format

Subject line of request emails shall be structured showing the date, location and type of work in accordance with Figure 1 below. This format will facilitate quicker response to Airside Activity requests.

Figure 1



Airside activity requests shall be submitted by the following parties:

- GTAA sponsored projects with a designated GTAA Project Manager
 - Shall be submitted by the GTAA Project Manager, Contractor or designate. Submissions by the Contractor or designate are allowed if the GTAA Project Manager is aware of the submission requirements ensuring the request is in line with project requirements.
- GTAA sponsored projects/ activities with no designated GTAA Project Manager
 - Airside activity requests shall be submitted by the GTAA contact or designate.

- Projects/activities not sponsored by the GTAA
 - For external contractors that do not have a GTAA Project Manager assigned, the Tenant Coordinator or GTAA liaison works with the contractors to ensure the paperwork is completed properly prior to submission from the contractor.

5.2 Laydown Areas Requests

A Laydown Area is a designated and approved location airside, within or near the work site, where construction materials, equipment, and tools are temporarily stored or staged prior to or during the execution of airside work. The requestor must submit a separate Airside Activity Request form for a Laydown Area. Laydown Areas may be issued under a standalone Airside Permit or included within the permit covering the associated work, depending on a case-by-case assessment.

Important Note:

Airside Coordination is not the approval authority for use of specific airside real estate. Final approval for a Laydown Area must be coordinated with the responsible airport department or tenant. Airside Coordination will facilitate this process and issue the necessary Airside Permit once operational and safety requirements are met.

A Laydown Area shall follow the below:

- Laydown Areas must comply with all applicable provisions of the Airport Construction Code.
- An active Airside Permit is required for all Laydown Areas.
- The contractor is fully responsible for maintaining the safety and condition of the area, including winter maintenance, housekeeping, and FOD control.

Key Considerations for Laydown Area Requests:

- Must be clearly marked, access-controlled, and compliant with all airside safety and security regulations.
- Should be located as close as practical to the work site, without obstructing aircraft operations, taxiways, runways, safety areas, or emergency access routes.
- May be approved for the entire duration of a project or for specific phases, depending on operational constraints.
- Approval and availability are not guaranteed—space is limited, and requests are subject to operational feasibility and stakeholder coordination.

5.3 Recall Time

Recall time is defined as the time required to safely demobilize all personnel, equipment, and materials from the airside and vacate the operational area before aircraft operations (e.g., runway, taxiway, or stand use) can safely resume.

Factors considered when determining recall time include:

- Type and volume of equipment or materials in use
- Work zone location and operational complexity
- Access routes and distance to staging areas or gates
- Required inspections (e.g., FOD checks, lighting tests)
- Time needed to escort vehicles and personnel out of restricted areas

In some cases, an activity may not have a pre-defined recall time once work has commenced, meaning the area cannot be partially cleared or reopened on short notice. In these scenarios, recall time is considered to be the full duration required to demobilize all workers and equipment from the site. This must be clearly indicated in the Airside Activity Request so that the appropriate operational and safety measures can be planned.

Example:

If a runway has been temporarily downgraded to allow construction within the Runway Strip or within the ILS Critical Area, it cannot return to full precision operations until all equipment is removed, workers are escorted out, and required inspections (e.g., FOD removal, lighting checks, system calibrations) are completed. In this case, recall time reflects the full demobilization effort and must be accounted for in operational planning.

5.4 Piggybacking

Piggybacking refers to the practice of scheduling additional work activities to take place within an existing airside closure window that was originally established for a primary construction activity. This approach avoids the need for a separate closure or further disruption to aircraft operations, provided the piggybacked work is compatible with the conditions and scope of the primary closure.

All piggybacked activities must meet the following requirements:

- A separate Airside Permit must be submitted for the piggybacked work, referencing the closure window established by the primary activity.
- The permit will be issued under a unique identifier, but will be affiliated with the closure owner of the primary activity.
- The closure owner must be made aware of and agree to the piggybacked activity to ensure coordination, operational compatibility, and safety oversight.
- Piggybackers must not introduce new risks or require changes to the approved closure parameters (e.g., expanded footprint, extended time, added escorts) without prior approval.

The purpose of piggybacking is two-fold:

- To reduce the number of individual access requests and minimize operational disruptions.
- To optimize the use of approved airside closures and improve the overall efficiency of maintenance and construction programs.

6. SURFACE CLOSURE AND OPENING

Refer to Surface Closure and Opening SOP and Surface Closure and Opening Policy by Airsight.

7. ACCESS TO SITE

Access to construction sites within the airside environment is managed based on the level of operational impact and coordination required. Five primary access conditions are used to define how and when work areas can be accessed. The access to site decision falls under the Specialist, Airside Coordination, upon assessment of the location, schedule, operational impact, type of work, etc.

7.1 NOTAM Closure

A NOTAM closure indicates that the area is fully closed to aircraft operations through official notice, allowing unrestricted construction activity within the defined time and limits.

- Work confined strictly within NOTAM-defined limits and time
- Delineation in place per airside safety standards
- Area cleared and inspected before NOTAM expiration
- Used for closures that impact aviation safety, such as runway or taxiway closures for construction, maintenance, inspections, or emergencies.

NOTAM closures ensure flight crews and air traffic control are aware of changes affecting airport surface availability and safety. They support coordination between construction activities and aircraft operations.

Most of the airside construction activities on runways and taxiways at Toronto Pearson Airport are NOTAM closed.

7.2 Progressive Closure

A Progressive Closure involves gradually phasing in access restrictions, allowing construction activities to ramp up in coordination with real-time operational needs.

- Phasing plan approved in advance by a Specialist, Airside Coordination
- Regular check-ins with Control Tower or AMU
- Readiness to pause or adjust work during operational conflicts

7.3 Available with Prior Notice

Available with Prior Notice applies to areas that remain operational but can be made available for work with adequate advance coordination, requiring a set notice period for approval and planning.

- Readiness to vacate the area upon instruction within the time period stipulated in the Airside Permit
- May require standby status until access is granted

7.4 Call-Up Basis

Call-Up Basis allows for controlled, temporary access to operational airside areas through real-time coordination with the Control Tower or AMU. Under this access type, work crews are permitted to enter and exit live movement areas only when traffic conditions allow, providing flexibility for short-duration or intermittent work.

Key Operational Requirements:

- Continuous radio contact with the Control Tower (or AMU, where applicable) is mandatory at all times.
- Access is granted verbally on a per-call basis by Control Tower or AMU, only when it is operationally safe.
- All personnel must be fully trained and briefed on call-up procedures and communication protocols.
- Equipment and personnel must remain on standby until clearance is provided.
- Immediate vacate capability is required upon instruction by Control Tower or AMU, without delay.

Call-Up Basis Access is appropriate for:

- Activities where start time is traffic-dependent or subject to changing operational conditions.
- Work within the maneuvering area that will last less than one hour, or occurs in multiple short-duration locations.
- Intermittent or flexible tasks.
- Night work where access timing must adjust to actual traffic volume and spacing.
- Work that must be paused or rescheduled in response to weather conditions or unexpected aircraft movements.

Key Characteristics of Call-Up Basis:

- **Conditional Activation:** Access is pre-approved under the Airside Permit but not considered active until the crew or escort team contacts the Control Tower or AMU via radio and receives permission to proceed.
- **Tower-Controlled:** All movement into or within the operational area is directed in real time by Control Tower/AMU, ensuring safe integration with live aircraft operations.
- **Minimizes Disruption:** This access method allows for operational flexibility while limiting the impact on aircraft movements or airport capacity.
- **Stakeholder Coordination:** All work under Call-Up Basis access must be pre-coordinated and approved through the Airside Activity Request and reflected in the associated Airside Permit.

Internal Use: Refer to internal SOPs for procedures related to operational or maintenance work using Call-Up Basis access.

External Use: All contractors or third-party crews must meet D AVOP requirements, as outlined in regulatory documents governing airside access and movement.

7.5 Stand Closures

Each type of stand closure defines how the stand may be used and must be planned in coordination with Capacity Allocation team/Advanced Planners.

Closed

The stand is entirely unavailable—no aircraft are permitted to park, arrive, depart, or be towed. Must be scheduled in advance and reflected in the Planner at least 14 days prior.

Parking Only

Aircraft may arrive or depart at any time, but no live operations (e.g., passenger boarding, servicing, or jet bridge connection) are permitted. Still requires advance notice of 14 days and entry into the Planner.

Parking Permitted – No Dep/Arr/Tows

Aircraft may remain parked on the stand, but no departures, arrivals, or towing operations are allowed. Used when work is occurring near the stand but does not require full closure. Also requires Planner entry 14 days in advance.

8. OPERATIONAL IMPACT

Each airside activity is evaluated for its Operational Impact, which refers to the extent and nature of disruption the proposed work may cause to airport operations. Understanding the operational impact is essential for determining the appropriate level of coordination, closure type, and communication required to safely and efficiently carry out construction or maintenance activities in the airside environment.

8.1 Operational Impact Categories

Operational impact is classified into several broad categories, including but not limited to:

- **No Operational Impact** – Work occurs entirely outside operational areas or during times of inactivity. No disruption to aircraft, vehicle, or passenger movement.
- **Runway and Taxiway Impact** – Activity affects, or is in proximity to, active runways or taxiways. May influence aircraft routing, closures, or require NOTAMs.
- **Apron Impact** – Work limits aircraft or ground vehicle movement on the apron; may affect gate pushbacks, towing, or fueling operations.
- **Aircraft Stand Impact** – Direct impact on aircraft stands, affecting aircraft parking availability or turnaround processes. The impact may be a Full Closure, Parking Only or Parking Permitted – No Dep/Arr/Tows.
- **Bussing Impact** – Disruption to bussing routes used for passenger or crew transport to/from remote stands.
- **Baggage Impact** – Work near or within baggage corridors or equipment areas, potentially affecting handling times or system availability.
- **Other** – May include impacts on lighting, signage, fueling systems, FOD control, or emergency response access.

This categorization is not exhaustive and may be expanded depending on the nature of the project.

8.2 Assessment Process

Operational impact is assessed on a case-by-case basis by the Specialist, Airside Coordination. Each activity is reviewed with consideration of its location, timing, duration, equipment involved, and proximity to critical infrastructure or movement/maneuvering areas, etc.

8.3 Link to Access to Site

The level of operational impact directly influences the required type of Access to Site. For example:

Activities with runway or taxiway impact may require a NOTAM closure or Call-Up Basis access.

Work with apron or stands impact may be coordinated under Available with Prior Notice or Progressive Closure depending on operational sensitivity.

Minor or low-impact activities may be managed without any surface closure, provided all safety conditions are met.

This alignment ensures that safety, operational continuity, and project efficiency are maintained while accommodating essential airside activities.

8.4 Operational Impact and Access to Site – Decision Matrix

Operational Impact Category	Access to site Type(s)	Notes/Conditions
No Operational Impact	None	Coordination is still required for awareness; safety measures must be in place.
Runway Impact	NOTAM Closure	Full NOTAM closure typically required.
Taxiway Impact	NOTAM Closure Call-Up Basis Available with Prior Notice	Depends on scope. Call-up may apply for short-duration work.
Apron Impact	Voice NOTAM/NOTAM Closure Progressive Closure Available with Prior Notice Call-Up Basis	Dependent on aircraft movements and proximity to gates or taxilanes.
Stands Impact	Full Closure Parking Only Parking Permitted – No Dep/ Arr/Tows	See stand closure subcategories. Requires Planner update (min. 14 days advance).
Bussing Impact	Varies – Determined Case-by-Case	Alternate routing and signage may be required
Baggage Impact	Varies – Determined Case-by-Case	Close coordination with Baggage Handling and Terminal Ops teams needed.
Roadway Impact	Full Closure Partial Closure	May involve partial closures, work windows, or deviations. Alternate routing and signage may be required.
Other (e.g., lighting, signage)	Varies – Determined Case-by-Case	May involve partial closures, work windows, or standby restrictions.

9. CLOSURE PARAMETERS

Closure parameters define the specific limits, timing, and operational conditions under which access to airside areas is granted for construction or maintenance activities. These parameters ensure that all closures are implemented safely, with minimal impact to airport operations, and in alignment with regulatory and operational requirements.

Key closure parameters include:

Start and End Times

Clearly defined operational windows during which the closure is in effect. Activities must begin and end strictly within these times unless an approved extension is granted.

Geographic Limits

The exact boundaries of the closure area must be clearly marked, described, and, if applicable, physically delineated. Limits are determined in coordination with various Stakeholders and in accordance with regulations, and must not extend beyond approved work zones.

Closure Type and Access Conditions

Requirements for entry and activity during the closure, including radio communication with Tower or Apron, escort requirements, or standby procedures. Defined based on operational impact (e.g., NOTAM Closure, Call-Up Basis, Progressive Closure, etc.). The closure type must match the operational risk and activity scope.

Notification Requirements

Closures must be entered in the appropriate planning systems (e.g., Planner) and communicated to affected stakeholders (e.g., Airlines, Ground Handlers, Apron Management) in accordance with lead time requirements.).

Reinstatement Conditions

At the end of the closure, the work area must be restored to an operational state, including FOD removal, lighting reactivation, markings restoration, and any required inspections.

These parameters are established and verified through the Airside Activity Request process. Adherence to closure parameters is mandatory for ensuring safe integration of airside activities into ongoing airport operations.

9.1 Runway strip

All Airside Activity Requests involving work on or near runways, taxiways, and taxilanes will be assessed by Airside Coordination in collaboration with operational stakeholders.

Each request will be reviewed and approved in accordance with current regulatory standards, including:

- Transport Canada TP312 – Aerodrome Standards and Recommended Practices
- The airport's Airport Operations Manual (AOM)
- Other applicable operational directives and procedures

Assessments take into account the type of activity, location, operational impact, and associated risks to ensure safe integration into the airside environment. Final parameters such as required closure limits, access restrictions, and marking/delineation needs will be set based on these standards.

9.1.1 Runway Strip Requirements

Any activity taking place within the runway strip of a precision approach runway (CAT I/II/III) requires a runway closure via NOTAM, regardless of whether the runway is active or inactive.

The runway strip is defined in accordance with TP312 (4th or 5th Edition) as:

- 150m or 122m laterally from the runway centerline ,and
- 60m or 61m longitudinally before the threshold and beyond the end of the runway, or stopway if provided

These dimensional requirements vary based on the TP312 edition applicable to the specific runway and must be verified on the AOM during the request assessment.

Precision approach (CAT I, II, or III) operations may continue if:

- Airside Activity Program activities for the area have been cancelled;
- All vehicles, people, and equipment have been removed from the work site;
- Excavation piles zone to the applicable obstacle limitation surfaces and do not interfere with electronic navigational aids; and
- All required infrastructure remains to facilitate approved operations (i.e. lights, signs, markings) in accordance with TP 312.

Exceptions to the closure requirement may include:

- Engine run-ups on inactive runways
- Routine inspections of runways, taxiways, or aprons
- Snow removal operations
- Foreign Object Debris (FOD) removal or wildlife control response

All exceptions must be coordinated and confirmed through Airside Coordination, and remain subject to operational and safety considerations.

9.1.2 Runway Downgrade

In some cases, to accommodate construction or maintenance activities, a runway may be temporarily downgraded to a lower category (e.g., from CAT III to Non-Precision or Non-Instrument). In such instances, the associated runway strip and runway safety area dimensions may be adjusted in accordance with the requirements of TP312 for the downgraded classification. Any such downgrade must be formally assessed, coordinated with stakeholders, and reflected in the NOTAM and Airside Permit documentation.

9.2 Taxiways and Taxilanes

All activities affecting taxiways and taxilanes will be reviewed and assessed in accordance with TP312 and the AOM. The assessment will consider the required clearances to objects based on aircraft code letter/group numbers (wingspan and outer main gear wheel span or wingspan and tail height categories). Where restrictions to access or movement are necessary, a NOTAM will be issued specifying the affected aircraft wing spans (e.g., Code C and above), in alignment with TP312 wingspan classifications. This ensures continued safe operations and proper notification to all airspace users.

10. DAY OF PROCESS, TIMELINES AND COMMUNICATION

10.1 Closure Owner

- Contact AOC at (416) 776-3153 with valid AS number and identify yourself as the 'Closure Owner';
- This call shall take place between 60 and 45 minutes before the closure is to take effect. Any calls received inside 45 minutes will be at the discretion of the MOAG as to whether the activity will be permitted to transpire. If an activity is denied under these circumstances, they will not be subject to the Reset Process and will have to be reprogrammed in accordance with normal processes;
- AOC will verify all pertinent details, including contact, and Piggyback information if applicable;
- If an extension is required, AOC must be notified as soon as the need is identified, but no later than 30 minutes in advance. To request an extension, contact AOC at (416) 776-3153. Extensions will only be provided in extenuating circumstances at the discretion of the MOAG;
- Contact AOC at (416) 776-3153 no later than 30 minutes prior to the scheduled completion time to request an inspection of the area defined in the Airside Permit.
- Closures for large projects will require a longer inspection and time for any correction. Closure owner to coordinate this with Specialist, Airside Coordination and GTAA Project Manager in advance.
- In the event the closure owner cannot comply with the requirements of the Airside Activity Permit, they shall contact AOC at (416) 776-3153 immediately and advise of the concern.
- To ensure clear understanding and awareness of personnel working airside, Airside Coordination team recommends that prior to each working day, the closure owner conducts a briefing reiterating the limits of the work site.
- Should an ownership change be required please see Section 10.8, "Transfer of Ownership".
- For larger Airside Projects, the Specialist, Airside Coordination will be on-site to support the site setup and teardown. During the setup, Closure Owner, piggybackers and escort vehicles must wait for the Specialist to access the surface and confirm the exact location for placement of barriers, visual aids, and vehicles before entering the closed area.

10.2 Piggybacker

- Check-in with the AOC 60 minutes prior to commencing closure with valid AS number and identify yourself as 'Piggyback A, B, C, D, etc.
- Check out with the AOC 30 minutes prior to vacating the work site.

On the day request for 'piggybacking' on a closure:

- 'Piggybacker' to obtain permission from MOAG.
- 'Piggybacker' to provide all details to MOAG.
- 'Piggybacker' to follow check in and check out procedure as outlined above.

10.3 NOTAM/Voice NOTAMs

NOTAMs and Voice NOTAMs (VNs) will be issued as per AOC and MOAG operating procedures.

10.4 Prior Notice Required (PNR) NOTAM

For work that impacts a runway or taxiway for flight operations but does not involve intrusive work, or continuous crossing of the runway surface or runway strip (e.g. cranes, construction activity that impacts obstacle limitation surfaces), these are candidates for PNR type NOTAM issuance. Upon notification of the requirement to use the runway or taxiway, the obstruction would be required to be removed prior to use which can be directly facilitated via Nav Canada.

- Nav Canada to contact the MOAG and advise that ad hoc runway operations will be required
- Nav Canada to contact closure owner via VHF radio frequency notifying of the requirement of ad hoc runway use
- Closure owner to ensure that all obstructions are removed from the designated area
- Closure owner notifies Nav Canada that they have removed all personnel & equipment from the designated area
- Upon completion of runway operations, Nav Canada will contact the closure owner via VHF radio notifying that they can resume work as per the original Airside Permit

10.5 Transfer of Ownership

Transfer of ownership will be permitted under the following conditions:

- Closures must be a minimum of eight (8) hours in length and have more than one (1) hour remaining in the scheduled closure period;
- All ownership transfers must be approved by the MOAG.

The following process shall be followed to initiate a transfer:

- Current Closure Owner to call AOC at (416) 776-3153, quoting the AS number, and identify that they will request a transfer of ownership to another party and provide their applicable contact information;
- AOC will initiate a call to the party assuming ownership to confirm transfer;
- AOC will confirm with outgoing owner that ownership has been transferred; and
- New Closure Owner will identify themselves to all remaining Piggyback operations as outlined in the Airside Permit.

10.6 Reset Process

In some cases, where programmed activities cannot be completed due to weather, operational requirements or other factors beyond the control of those requesting to work airside, the work may be cancelled at the discretion of the MOAG or ADM. Should work be cancelled, an attempt will be made to reprogram the same work as soon as operations permit. This reprogramming will be at the discretion of the Specialist, Airside Coordination and will account for other work that has previously been approved.

10.7 Program Non-Conformance

Incidents of program non-conformance are to be reported to the MOAG through AOC; Manager, Operations Delivery/Airside Coordination; and SMS as applicable.

11. INSPECTIONS

11.1 Daily Inspections

Airside Safety may attend construction sites to conduct routine inspections as part of their oversight responsibilities. Site access is at their discretion and must be in full compliance with all applicable health and safety regulations, including any site-specific training or notification requirements as determined by the project, and project management team.

Airside Safety includes Manager, Operations Delivery/Airside Coordination on all daily inspection reports related to construction sites. These reports, including any findings or observations, are automatically distributed to support situational awareness and follow-up actions as required.

11.2 Final Inspections

Final Inspection process from the perspective of the Airside Activity Program is required to ensure that following:

- Ensure that project progress and nearing completion, including deadlines, are communicated to all involved departments. This can be done through any of the following:
 - Weekly Construction Meeting and Construction Map
 - Email Notification to all relevant stakeholders
- Specialist, Airside Coordination and GTAA Project Manager to assist with arranging site visits for all required stakeholders to complete final inspections
- As part of the final inspection process conducted by GTAA Field Maintenance Supervisor and Technical Inspectors, Specialists, Airside Coordination are to perform visual inspection of the site to ensure surface safety, and no presence of other hazards or violations that may impact return of the surface to operation. Some examples of violations may include, but not limited to:
 - Unsafe or incorrect paint markings
 - Unsafe or incorrect surface lighting
 - Ensure Passenger Boarding Bridge is inside the circle, as applicable
 - Unsafe or incorrect obstacle clearance, etc.
 - All unsafe conditions to be reported to relevant departments to determine further plan of action for mitigation.
 - Specialist, Airside Coordination to fill out the Site Setup and Teardown Checklist.

12. ACTIVITY AWARENESS AND COMMUNICATION

Construction Coordination Meetings will be held weekly on Wednesdays during the primary season or Active Phase (April to October) and bi-weekly during the winter and will consist of the following items as applicable:

- Status report on active Airside projects
- Review reported program non-conformance issues;
- Review all predefined runway closure activity;
- Review plan for the following week; and
- Review plan for the following month;
- An informal list of anticipated activities to be provided to assist stakeholders with near future planning;
- Weekly Airside Construction map to be sent after the meeting.

13. TRACKING

13.1 Airside Permit Tracking and Maximo (RMAX) Management

All approved Airside Activity Requests result in the issuance of an Airside Permit, assigned a unique AS number and entered into Maximo RMAX. Activities are listed sequentially and categorized by AS (Airside Permit) or CRP (Crane Permit) numbers. Permits may hold various statuses, such as *Approved*, *Delayed*, or *In Progress*.

A Master Schedule is automatically generated and distributed to the AOC and other relevant stakeholders for operational visibility. Permit Data in RMAX Includes:

- Permit number, title, location, and work zone
- Work details and type, including detailed schedule
- Reviewer, approver, and operational impact
- Closure type and recall requirements
- Contact information for the requestor, site supervisor, and GTAA Project Manager
- NOTAM and piggybacking details (as selected by the approver)

Reports can be filtered and generated based on specific criteria.

RMAX access is restricted to select departments and roles for permit review only. Edits are not permitted without authorization from the Specialist, Airside Coordination or the MOAG.

The official permit of record is the issued version containing a date-stamped title. Updates are distributed by the Specialist, Airside Coordination. Any deviations from the current permit must be supported by an email from the MOAG, including the original distribution list used during issuance.

13.2 Weekly airside activity map

The Specialist, Airside Coordination will create and publish the Airside Activity Map on a weekly basis every Wednesday.

This map is to be uploaded to the SharePoint under the appropriate year and month, and a link shall be emailed to applicable Stakeholders.

13.3 Training and the Learning Management System (LMS)

All GTAA personnel who require access to any airside areas, for construction or project purpose, will have to complete the mandatory AAP course offered in the Learning Management System (LMS). Non-GTAA personnel shall complete the offline course materials provided by email to them upon request and confirm they have read the AAP by signing the associated course completion record and send it back to the Airside Coordination inbox at airsidecoordination@gtaa.com.

AAP training is valid for one calendar year. However, retraining is required upon the release of any new version of the Airside Activity Program document to ensure alignment with updated procedures and requirements.

In addition, group training can be provided by the Specialist, Airside Coordination on request.

14. ROLES AND RESPONSIBILITIES

14.1 Manager, Operations Delivery/ Airside Coordination

Develop, review and maintain the Airside Activity Program

Planning Phase	Active Phase
• Participate in all planning sessions and provide oversight to ensure minimal operational impact, as well as provide program oversight during all phases; • Organize the Annual Construction Plan briefing on monthly basis for all stakeholders prior to the active phase and organize a debrief at the end of each season D; • Liaise with GTAA’s internal coordination team to ensure planned activities are aligned with other scheduled works.	• Provide input regarding changes to the planned work; • Follow-up on reported program non-conformance by appropriate means as necessary; • Liaise with stakeholders regarding delays or major changes to the plan; and • Ensure Specialist, Airside Coordination, as required, monitors sites for permit compliance and completes return to service safety inspections prior to project completion.

14.2 Specialist, Airside Coordination

Planning Phase	Active Phase
• Attend meetings regarding pre-planning; • Receive planned work from airside projects, Facilities Maintenance and Engineering; • As required, Provide input with respect to applicable standards for airside projects, starting at the 30, 60% to 90% proposal on a project by project basis by email; • Coordinate all activities that will transpire on airside including routine maintenance and all airside projects; • Determine operational impact with respect to specific closure requirements; • Prepare preliminary sequence of activities; • Advise applicable stakeholders in the development of the Plan of Construction Operations (PCO) for submission to Transport Canada by the Manager, Aviation Regulatory Programs; • Provide preliminary information to outside stakeholders.	• Process Airside Activity Requests minimizing operational impact; • Determine and assign closure ownership ; • Prioritize and submit 'Piggyback' requests to GTAA Project Managers for review; • Create NOTAM's and Voice NOTAM's for issuance by AOC ,as applicable; • Create and disseminate applicable maps, impact charts, and summaries • Liaise with NAV Canada to maintain aircraft flows and assess operational impact of proposed Airside activity request; • Liaise with the Apron Management Unit (AMU) to minimize operational impact of airside activities on apron operations; • Liaise with the Capacity Allocation and Resource Management Unit (RMU) for any gate closures as required and to mitigate any adverse impact to operations as much as possible; • Create and maintain approved Airside Permits within the online Maximo Database; • Complete and disseminate Airside Permits based on approved requests; • As required, follow up with contacts that fail to check in with AOC for scheduled work, and discuss with applicable GTAA Project Managers; • Compile anomalies/program non-conformance list for discussion at Construction Coordination Meeting; • Chair the Construction Coordination Meeting;

Planning Phase	Active Phase
	• Create and maintain approved Airside Permits within the online Maximo Database; • Complete and disseminate Airside Permits based on approved requests; • As required, follow up with contacts that fail to check in with AOC for scheduled work, and discuss with applicable GTAA Project Managers; • Compile anomalies/program non-conformance list for discussion at Construction Coordination Meeting; • Chair the Construction Coordination Meeting; • Create and distribute the airside activity map on a weekly basis; • Communicate changes to the overall construction plan in a timely manner; • Daily inspections of construction sites are supported through coordination with the contractor and project management team, including follow-up on any findings or issues identified by Airside Safety or through other reporting channels, to ensure timely resolution and ongoing compliance with safety and operational requirements. Support inspection of project areas prior to return to service to ensure compliance with TP312 in coordination with Aviation Regulatory Programs Specialist and report non-compliances to GTAA GTAA Project Manager for rectification; • Report any non-compliance issues to the Manager Operations Airside Ground Operations, MOAG immediately upon discovery during daily inspection activities.

14.3 Closure Owner of an Activity

Planning Phase	Active Phase
• Submit a complete and accurate Airside Activity Request for the primary closure, including detailed scope, schedule, and operational needs; • Act as the main point of contact for all coordination with Airside Coordination, stakeholders, and any piggybackers; • Review and confirm compatibility of all piggyback requests with the primary activity; • Identify and communicate potential impacts to aircraft movement, infrastructure, or adjacent work areas; • Attend required coordination sessions to confirm operational readiness and stakeholder alignment; • Ensure that all necessary personnel, vehicles, equipment, and access routes are accounted for and included in the plan; • Ensure that the proposed work meets all applicable requirements under TP312, the AOM, and the Airport Construction Code; • Confirm details of delineation, signage, flagging, and access points in collaboration with the Specialist, Airside Coordination.	• Confirm closure ownership and discuss any potential conflicts with Specialist, Airside Coordination; • Follow all 'Day of Processes' as defined in this document; • If required, change ownership as per Transfer of Ownership section of this document; • Contact AOC for inspection or extension request at least 30 minutes prior to scheduled work completion; • Report to AOC any safety concerns or discrepancies from the Airside Permit as soon as known; • Be present (or designate a qualified lead) for site access, setup, and initiation of work on the closed surface; • Be aware of entry and activity of piggybackers, ensuring all operations are aligned with the approved plan; • Maintain active contact with the 'day of' teams and all work crews throughout the closure; • Oversee safe execution of work, adherence to the Airside Permit, and use of proper visual aids, flagging when required, and delineation; • Track the work progress to ensure timely completion; notify AOC of any deviations or delays; • Oversee safe and complete demobilization of crews, equipment, and materials within the allotted closure window; • Be prepared to suspend or adjust the work if conditions change or if instructed by Airside Coordination or AOC.

14.4 Piggybacker

Planning Phase	Active Phase
• Submit a separate Airside Activity Request identifying the primary closure it will piggyback on; • Obtain agreement from the closure owner to align with their schedule and operational parameters; • Confirm that the nature and timing of the piggybacked work are compatible with the primary closure; • Declare any equipment, access, or resource dependencies that could impact the primary work; • Attend planning or coordination meetings if required by Airside Coordination or the closure owner; • Ensure the request is submitted with adequate lead time, as per permit timelines (e.g., 5 business days or as defined for airside projects); • Acknowledge and plan according to the limits of the closure (e.g., location, duration, vehicle access points, etc.); • Confirm compliance with TP312, the AOM, and Airside Permit requirements; • Clearly designate a site supervisor and main point of contact for coordination during the closure.	• Perform only the work described and approved in the piggybacked Airside Permit; no scope expansion without approval; • Follow all 'Day of Processes' as defined in this document; • Follow all safety procedures, including vehicle movement plans, flagging protocols, and delineation requirements; • Remain in contact via radio or designated channels to ensure alignment with any real-time changes, if required; • Complete work within the approved closure period; any delays must be communicated immediately to the AOC; • Be ready to demobilize at any time if required for operational or safety reasons as per declared recall time; • Contact AOC for inspection or extension request at least 30 minutes prior to scheduled work completion; • Report to AOC any safety concerns or discrepancies from the Airside Permit as soon as known.

15. AIRSIDE FLAGGING OPERATIONS

15.1 Responsibilities

15.1.1 Employer Responsibility

The employer of the flagger is ultimately responsible for the safety of the employee. The airside is an environment which has many hazards to employees and equipment, so it is important the employer use trained traffic control persons for airside flagging operations.

Employees have the right to know of dangers or hazards which exist in any workplace. This is no different for airside flagging operations. Employees must know that dangers exist, and they must be aware of their actions. The employee is also responsible for the safety of the crew working in the construction zone when it comes to the movement of traffic within the working zone.

15.1.2 GTAA Responsibilities

15.1.2.1 Airside Coordination

The aviation coordination team is responsible for ensuring the airside flagging procedure is clear, concise and logical for all parties involved. It is also required to keep stakeholders informed of any changes to the document while maintaining and updating the document.

15.1.2.2 Manager Operations Airside Ground Operations

The GTAA manager of operations for airside activities has daily oversight of all airside operations, this includes any flagging activity. The MOAG has the overall say for the day-of operation and has the authority to issue a stop work if they deem necessary.

15.1.2.3 Airside Safety Officer

Reporting to the MOAG, Airside Safety Officers (ASO) are required to conduct daily site visits of any airside flagging operations. The ASOs have the ability to issue infractions to the flagging operation employees if any directives are broken.

15.1.3 Flagger Qualifications

It is imperative that all traffic control persons are qualified to conduct their required duties to ensure a safe working environment for every party involved. It is the responsibility of the employer to ensure the employee is trained on all procedures and how to conduct themselves in emergency situations. In addition, the traffic control persons must:

- Be able to work the entirety of their scheduled shift
- Have good hearing
- Have good vision
- Be able to adapt to an always changing environment
- Be able to foresee potential hazards and mitigate risks
- Valid RAIC
- Valid DA AVOP for any flagger required to drive on the apron area
- Valid D AVOP for any flagger required to drive on the maneuvering area

15.2 Requirements

15.2.1 Feasibility of Flagging Operations

Prior to implementing any flagging operation, a feasibility assessment will be conducted by the Specialist, Airside Coordination to ensure the safety and operational viability of the proposed setup.

Key considerations during this assessment include:

- **Visibility:** The location of the flagperson must offer clear lines of sight to both the work zone and approaching vehicle and aircraft traffic. Site-specific features such as slopes, obstructions, or elevation changes will be evaluated.
- **Ground conditions:** The safety of the surface where the flagperson will be positioned must be suitable for standing for extended periods and allow for safe emergency retreat if needed.
- **Flagperson distance:** The maximum allowable distance between the flagperson and the work zone will be determined based on operational complexity, traffic volume, and layout of the surrounding area.
- **Access and crossing points:** The feasibility of the operation must also account for designated vehicle crossing points, gate access, and interaction with existing routes or aircraft paths.
- **Security coordination:** Where necessary, the Specialist will consult with the GTAA Security team and the escort company to align with any security protocols or escort requirements.

Each flagging operation will be assessed on a case-by-case basis, and the final approval will reflect the operational risks and controls in place to maintain airside safety.

15.2.2 Training

All flagging personnel shall be trained in accordance with the GTAA Airside activity Program and the GTAA Building Code. Training shall be conducted by the employer of the flagging personnel. Proof of training must be presented to any GTAA representative at any time.

15.2.3 Work Area Flagging Set-Up

15.2.3.1 Hazard Signs

During all flagging operations, simple or complex, warning signs must be erected to warn motorists for the need to exercise extra caution. The most commonly used sign is the “Flagperson Ahead” sign which indicates to drivers they must be prepared to obey their signal. A construction zone ahead sign could also be used to notify motorists of the need to exercise cautions.



These signs must be stationed in areas where they are obvious to oncoming motorists. If certain signs are not required, they must be covered so as to not confuse motorists. If permanent speed signs are in the area, they must also be covered, and temporary speed signs put in their place to convey the temporary speed limit. Speed shall be limited to 40 km/h in all construction sites.

Signs must be affixed to the ground, so they do not move in the wind. Signs must be inspected on a regular basis to ensure they have not been damaged or have been removed.

15.2.3.2 Night/Low Visibility

During night time or low visibility operations, signs must be retro-reflective and or illuminated.

15.2.3.3 Vehicle Requirements

All vehicles involved in airside flagging must be approved to be airside by the GTAA and must adhere to all requirements as stated in the Airport Traffic Directives. This includes a vehicle in sound, working condition, a rotating amber beacon, proof of all required insurance and GTAA airside sticker.

If the flagging is being conducted on the movement area, vehicle call signs are required by all flagging vehicles. Call signs can be obtained through the Manager, Aviation Operational and Training Programs, Aviation Program and Compliance. Contact the AVOP office to obtain a call sign application form.

15.2.3.4 Vehicle Markings

All vehicles involved in flagging procedures must have a GTAA approved flagging operations sign affixed to the outside of their vehicle. These flags must be supplied by the employer and always visible during flagging operations.

15.2.3.5 Flagger Location

The person responsible for the flagging operation must be positioned following the signs in a highly visible location. The employee must not be in a vehicle or behind an obstacle; they must be visible to motorists, other flagging personnel, and have a clear view of the work within their construction area.

The flagger should stand no further than 50 meters in front of the work crew. With close proximity to aircraft and other operations, any further distance could impede on flight safety.

If a complex flagging operation is required, all flaggers must have a clear line of sight to the other traffic control persons or have a reliable form of communication such as a two-way radio to inform the other flaggers of their intentions with vehicular traffic.

15.2.3.6 Equipment for Flaggers

In accordance with section 4.9 of the Airport Traffic Directives, all flaggers are required to wear forms of personal protective equipment (PPE). All persons working airside are required to wear high visibility garments such as a safety vest or other clothing that conforms to the latest Class 2 version of one of the following standards: CSA Z96 or ANSI/ISEA 107 or EN471.

In addition to the above requirement, flaggers may also be required to wear additional PPE depending on the work site. In accordance with section 7.6.5 of the Airport Construction Code, it is up to the contractor to establish and implement a procedure to identify required PPE while also determining its use and training requirements.

15.2.3.7 Night/Low Visibility

All the above PPE is required during night time hours or low visibility conditions with the addition of illuminated wands to signal motorists. All signs must be retro-reflective in order to conduct night time flagging operations.

Flagging stations must also be illuminated to warn oncoming motorists of the operation ahead.

15.2.3.8 Foreign Object Debris

It is the responsibility of every person airside to ensure they clean up foreign object debris (FOD). Any FOD created as a result of airside construction must be collected immediately. This includes dust which could be a result from construction work; it is understood that the contractors will mitigate the risk of dust or contain the dust to the work area. Road Salt shall never be used Airside as it may create FOD and has corrosive effects on aircraft and equipment.

All flagging personnel are required to maintain an environment safe from FOD. If they spot debris which is too large to pick up themselves, a call must be placed to Airport Operations Control at 416-776-3055.

If FOD is spotted on any of the maneuvering areas, a call must be placed to the appropriate air traffic service provider so they can divert traffic around the affected area until the FOD is removed.

15.2.4 Establishing Flagging Personnel

Prior to commencing any flagging operation within the movement area, the on-site contact must establish the flagging operation with the appropriate air traffic service provider. They must inform the air traffic service provider of the location of flagging, the duration of the operation, the associated vehicles with the flagging and all call signs of those vehicles. The on-site contact must contact the air traffic service provider via VHF radio and monitor the following frequencies:

Flagging personnel located on an airside project are to remain within the direct confines of the closed surface at all times to ensure no impact to adjacent taxi clearances.

Important: For airside projects where the Specialist, Airside Coordination is present during site setup, flagging operations must be established under their direction, including the precise position where the flagperson is to remain for the duration of the activity.

121.650 North Ground	119.100 Central Ground	119.100 South Ground	118.35 South Tower	122.075 South Tower
118.70 North Tower	122.275 North Apron	122.075 South Apron		

15.2.5 Proper Flagging Procedure

To ensure safety and efficiency while flagging, the following are key factors to a successful operation.

Ensure a clear line of site with traffic at all times.

- Never wave STOP/GO signs; always use the free hand not holding the sign to motion to motorists.
- Never turn your back on oncoming traffic.
- Never stand directly in front of traffic; stand off to the side even if the vehicle is slowing down.
- Use consistent and uniform signals at all times; ensure the other flagging personnel are using the same signals and communication is always maintained.

15.2.6 Slowing Down Traffic

1. Stand in a safe area, such as the shoulder, while facing oncoming vehicles.
2. Hold the 'SLOW' sign so drivers can easily see the sign. Ensure the sign is over the lane of the oncoming traffic.
3. Look directly at the driver of the vehicle.

15.2.7 Stopping Traffic

1. Stand in a safe area, such as the shoulder, while facing oncoming vehicles.
2. Hold the 'STOP' sign so drivers can easily see the sign. Ensure the sign is over the lane of the oncoming traffic.
3. Look directly at the driver of the vehicle.
4. Point to the location where you wish to have the vehicle stop.
5. Once the vehicle has come to a complete stop, stand in front of the vehicle while still facing the sign at the driver. Ensure you are not in the opposing lane.

15.2.8 Releasing Traffic

1. Move to the shoulder of the road to the established safe area, ensuring eye contact is made with the driver. Do not remove the 'STOP' sign.
2. Once at the shoulder, turn the sign to show the 'SLOW' sign, motion to the driver to proceed.
3. Once all vehicles have passed, walk into the lane to signal to the other flagperson (if applicable) that all traffic has cleared.

15.3 Failure to Comply

Any persons who fails to comply with directions given by flagging personnel are subject to the penalties as defined in section 3 of the Airport Traffic Directives-AVOP Requirements and Administration.

Failure of the flagperson to remain at the designated location or to follow operational requirements may result in immediate suspension of the flagging operation and initiation of a safety report for further review and follow-up.

16. SAFETY MANAGEMENT SYSTEMS AND THREAT/HAZARD IDENTIFICATION AND RISK ASSESSMENT (T/HIRA)

Safety is the state in which the risk of harm to persons or of property damage is reduced to, and maintained at or below, an acceptable level through a continuing process of hazard identification and risk management.

An aviation Safety Management System (SMS) is a proactive process and a mind set for managing safety risks that integrates operations and technical systems with financial and human resource management to achieve safe operations and compliance with the Canadian Aviation Regulations (CARs).

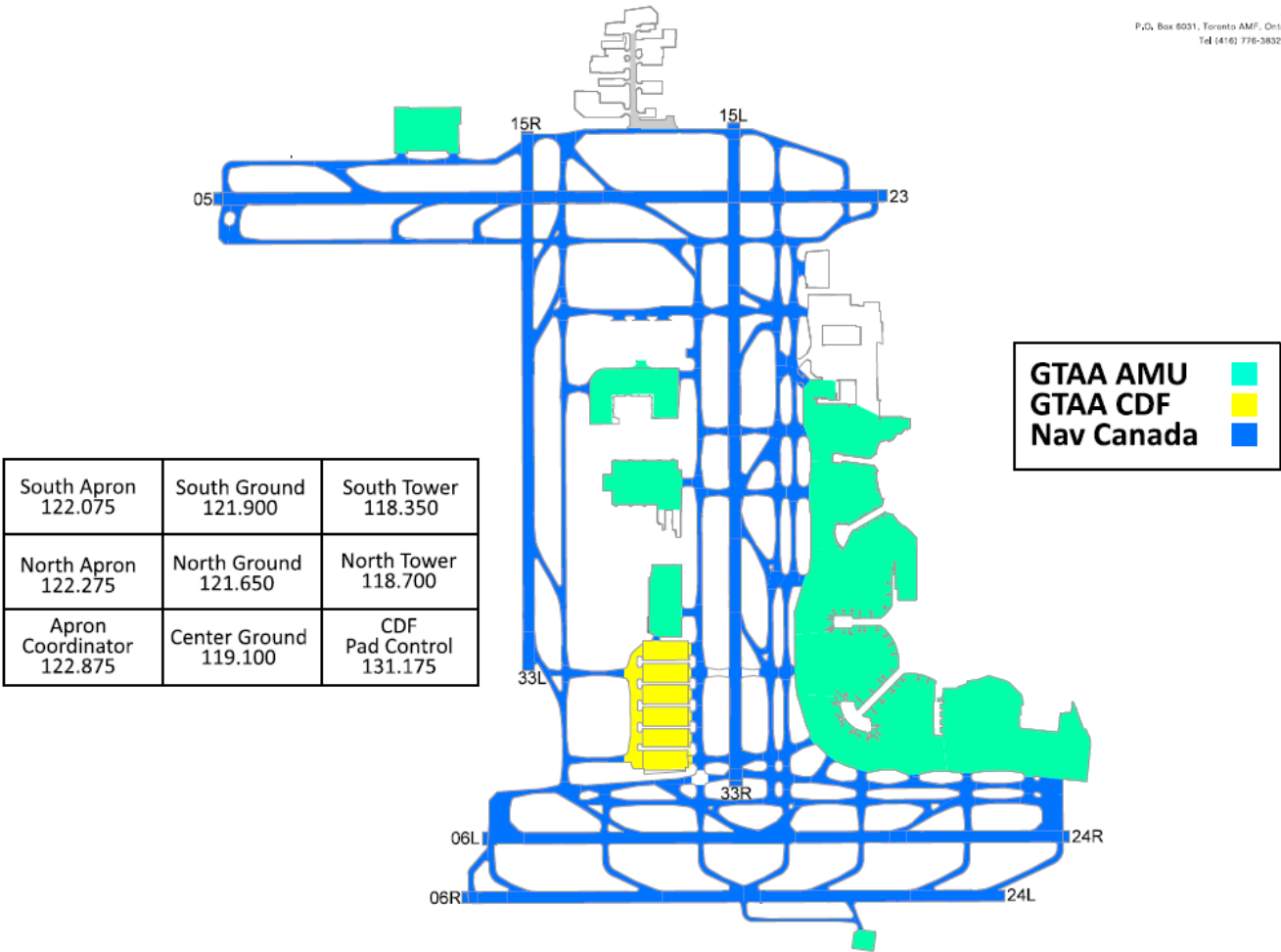
Any safety concerns at the GTAA can be reported by email at report_it@gtaa.com

Threat/Hazard Risk Identification Assessment (T/HIRA) is a risk assessment facilitated and conducted by the GTAA and used to identify hazards that may occur due to significant operational or organizational change. The T/HIRA is used to identify what the risks associated with those hazards would be and what the mitigations would be to reduce the risk to an acceptable level.

Further information regarding how to conduct a T/HIRA is located at the following link:

Threat/Hazard Identification Risk Assessment (T/HIRA)

APPENDIX A – AIR TRAFFIC SERVICE PROVIDER AREAS



APPENDIX B – SAMPLE DELINEATION DRAWING

